

# HEICS IV FOR YOU

## Hospital Emergency Incident Command System Revision Project Updates

August 15, 2005

### HEICS IV for You Newsletter

Welcome to the first edition of the HEICS IV Revision Project newsletter! This national effort includes representation and expert input from over 100 different healthcare, government, business and independent agencies from across the country. The work begins on the great foundation of our emergency management colleagues and continues by incorporating changes in healthcare practices as well as integration with the National Incident Management Systems (NIMS). The purpose of this newsletter is to provide periodic updates to this exciting project, continuing through project completion on March 31, 2006. For more information, please feel free to contact the California Emergency Medical Services Authority or the Contract Team members listed at the end of this document.

### July 13 Work Group Web Conference

On July 13, the HEICS IV National Work Group members participated in a web conference. The meeting provided an opportunity for the Work Group members to begin collaborating with the Contract Team from the Washington Hospital Center and Kaiser Permanente. Key issues included a review of the HEICS IV Revision Project Plan, including outcomes, timelines, and future meeting locations. In addition, a revised HEICS organizational chart and potential new formatting for the Job Action Sheets (JAS) were discussed. Before the September meeting in Emmitsburg, subgroups will review draft JAS, make modifications and submit back to the Contract Team. By the end of the meeting, a first draft of all JAS and revised organizational chart will be completed.

Following the July 13 meeting, the Contract Team administered an electronic survey to the Workgroup. The intent was to identify areas for improvement during future meetings. Generally, outcomes were positive which included high marks for meeting facilitation and outcomes. However, efforts will be made to improve pre-meeting material and expand the technical capability of the Web Conference medium.

### Confidentiality Agreement

All Work Group and Review Group members were required to sign a confidentiality agreement to participate in the project development and review process. This was to ensure appropriate timing of communicating updates to work products. So far, the vast majority of participating members have signed and returned these agreements. However, for those who haven't, it's important to do so right away! Please contact Cheri Hummel at (916) 322-4336 ext. 465 if you have any questions.

#### Contents

Welcome .....	1
July 13 Web Conference .....	1
Survey Outcomes .....	1
Confidentiality Agreement ..	1
Upcoming Meetings .....	2
<i>Ex Officio</i> Members .....	2
Job Action Sheets .....	2
Sharing and Feedback .....	2





## Upcoming National Work Group Meetings

The Work Group meeting locations have been carefully selected to consider travel demands as well as proximity to the headquarters of key partners. The meeting in September is being graciously hosted by FEMA's Emergency Management Institute (EMI) at its National Emergency Training Center in Emmitsburg, Maryland. The November meeting will be held in the backyard of JCAHO, in Chicago, Illinois. Specific travel arrangements for Work Group members can be made through the project Contract Team.

## Ex-Officio Members

Recently, members of the Executive Group had the opportunity to meet with key stakeholder agencies regarding participation in the project. The purpose of these Ex-Officio members is to help ensure appropriate integration with other national efforts and provide federal input to content development. Current members include:

- Roslyne Schulman, Senior Associate Director of Policy Development, American Hospital Association
- Dale Woodin, CHFM, Deputy Executive Director of Advocacy, American Society for Healthcare Engineering of the American Hospital Association
- Robert A. Wise, MD, Vice President, Division of Standards and Survey Methods, Joint Commission on Accreditation of Healthcare Organizations
- Al Fluman, Acting Training and Exercise Branch Chief, NIMS Integration Center
- Terri H. Spear, EdM, Chief, Emergency Preparedness Evaluation and Specialty Branch, DHP, HSB, Health Resources and Services Administration



## Job Action Sheets

Subgroup leaders of the Workgroup will receive draft Job Action Sheets from project consultants in early August. Each leader will convene a meeting to review and revise the drafts prior to the September meeting. Leaders are encouraged to the Contract Team for assistance in setting up teleconferences.

## We want to hear from you!

Do you have information or issues you'd like to share with the Workgroup or Contract Team? If so, please contact any of the following team members:

**Cheri Hummel**, California Emergency Medical Services Authority  
(916) 322-4336 x465 [chummel@emsa.ca.gov](mailto:chummel@emsa.ca.gov)

**Craig DeAtley**, Washington Hospital Center  
(202) 257-4714 [flight-pa@erols.com](mailto:flight-pa@erols.com)

**Mitch Saruwatari**, Kaiser Permanente  
(626) 564-3817 [mitch.saruwatari@kp.org](mailto:mitch.saruwatari@kp.org)